EXHIBIT 19

Mr. Stinson's (X) initial (original)
Windsor. Five. Doc Files, RW
28 May 2002
I added the pen Ink changes as shown herein ~ MW

MAJOR DUTIES

1. Serves as Computer Specialist in the Data Systems Directorate, Data
Processing Division. Serves as the Data Systems Directorate Information
Systems Security Officer (ISSO). Advises ATTC management on all matters
pertaining to Information Systems Security (ISS). Performs security
evaluations including risk and vulnerability assessments and certification
in the development of accreditation or re-accreditation documentation of
all planned and installed ATTC Automated Information Systems (AIS).
Develops, plans, writes, implements, and enforces security policies,
Standard Operating Procedures (SOPs) and guidelines that supplement the
ISS regulations and Department of the Army Information Security Program
regulations and other pertinent security directives. Develops, plans,
writes, and implements, the information systems contingency plan and
disaster recovery procedure for ATTC AIS to ensure the continued
operations in the event of system failure. Understands and enforces the
security requirements as outlined in the above referenced regulations for
ATTC, functional users, and other users connected to either the Terminal
Server Access Control Systems (TSACS) or Local Area Network (LAN), or
network support test projects. Develop and implement programs to ensure
that all AIS, LAN, and data users are aware of and adhere to security
policies and procedures. Develop policies and procedures to ensure
information systems reliability and accessibility, and to prevent and
defend against unauthorized access to systems LAN and data. Conducts
security Internet training/briefings to all ATTC military, civilian, and
contractor personnel. Manages and controls all passwords pertaining to the
TSACS and the LAN for Test and Evaluation Coordination Office (TECO),
contractor and ATTC employees. Investigates and reports all security
violations to the Information Systems Security Manager (ISSM). Ensures
that an assistant ISSO has been appointed for each separate AIS, group of
AIS, or network, as necessary. Attends security briefings, seminars, and
classes to maintain up-to-date information of AIS security for AIS,
hardware, software, personnel, and Internet access. Reviews and applies
federal, DOD, DA, ATEC, DTC and local regulations and policies to
information systems and data communication requirements and projects.
Develops Information Technology (IT) acquisition for all approved AIS
hardware and software requirements for ATTC by coordinating with ATTC AIS
requestor, vendors and the contracting office at Aberdeen Proving Ground,
MD. Obtains price quotes, submits bid solicitations, and acquires all
Information Technology (IT) acquisitions for AIS hardware, software, and
maintenance service agreements for ATTC via Government IMPAC credit card.
Maintains records of all IT procurements for reporting ~~purposes~~ to higher
headquarters. *Compiles and maintain a spread sheet* *using Excel,* ~~~~ 40%

2. Serves as the alternate Information Management Officer (IMO), keeps the
Chief, Data Processing Division (IMO) abreast and informed of all
information Management Area (IMA) requirements both internal and external

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And the JTADOC
Director of INformation management (DOIM)

to ATTC. Signs for the Commander ATTC for all telecommunications
requirements. Provides professional/advice to ATTC management on all
matters in the IMA. Initiates and manages IMA requirements among ATTC
managers, supervisors, contractors and higher headquarters. Provides
professional advice and assistance to ATTC managers, directors,
supervisors, and contractors on all security and policy matters in the *The ATTC Commander*
IMA, which includes planning, developing, coordinating, implementing,
maintaining, and integration within ATTC. Represents ~~ATTC~~ by attending
all IMO meetings ~~when the IMO cannot attend~~. Prepares and gives
information and decision briefings to the directors, security manager, and
contractors. Has direct responsibility for all Telecommunications
Management for ATTC. Directs, monitors and coordinates the work of DOIM
personnel assigned to implement ATTC requirements. Serves as ATTC POC to
DOIM for the installation, transfer, or removal of all local telephone
services, data lines, FAX lines, cables and communication lines at ATTC.
Manages and controls all Personal Identification Numbers (PINs) for ATTC,
which includes the implementation of additions, issues, deletions,
transfers, retrieves, and reissues of PINs. Manages and controls all
Telephone Credit Cards, Pagers, and Cellular Telephones for ATTC. Serves
as the system administrator for the Defense Message System (DMS).   25%

3. *Independently* Perform duties as Contracting Officer Representative (COR). *Independently* ~~Reviews~~ *Prepares*
and submits ~~statements of work (SOW)~~ *Technical specifications and sole-source justification for bid solicitation* for all Information Technology (IT)
hardware and software maintenance contracts. Provides presolicitation,
solicitation, administrative, and contractual support to functional users
in the development of technical specifications and sole-source
justification for bid solicitations to APG for IT hardware acquisition,
software acquisition, hardware and software maintenance contracts and
support service-type work such as programming support. Manages and
monitors the receipt of services and maintains complete and accurate
account of the contractor's performance, COR inspections, weekly progress
reports and other related contractual matters for ATTC. Ensures that
contractor services and performance are monitored, surveyed, and evaluated
in accordance with the inspection of the Service Clause, and coordinates
with the contracting officer at APG. As required, *Writes / Reviews* ~~reviews~~ sole-source
justifications, statements of work (SOW), and unsolicited quotations for
contractor services. *Advises and assists* ~~Coordinates with~~ the functional users, customers,
contractor personnel, and management officials to determine requirements
for hardware and software maintenance contracts, completion schedule,
contract progress, and problems that could delay completion. ~~Advises~~ *Consults*
Coordinates with COR engineers, first Managers, contracts + employees to establish schedules as it would ~~management of priorities~~ and resources needed to meet schedules. ~~Attends~~
meetings on AIS maintenance contract matters to advise on ATTC
requirements. Analyzes AIS hardware, software, and *contractual* service contracts to
ensure that required coverage is provided. Reviews efficiency of existing
contracts as new hardware, software, and contractual service contracts
become available. Provides documentation for modification of existing
contracts to replace or improve existing contracts. Performs feasibility
...to determine the proper tools to be procured in order for ATTC to

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investigations of contract proposals and devises proposed changes, when possible, which involves completely new contracts or the adaptation and modification of previous contract services with revisions. Develops procurement packages for approved maintenance requirements by coordinating with vendors, and the contracting office at APG. *Evaluates Vendor hardware,* 25% *software and service packages, recommends and implements appropriate changes for ATTC*

4. Assists in managing the Communications Security (COMSEC) account for ATTC by serving as alternate (COMSEC) Officer. Provides advice to personnel within ATTC, and other DOD agencies and contractors on matters related to COMSEC such as establishing procedures, policies, and risk *assessment to* ~~software and protect the consce keying material that will be used to support test projects and instructions.~~ ~~Prepares reports and documents in support of test projects and inspections.~~ Exercises the responsibility for the receipt, custody, balances, transfer, accounting, and destruction of COMSEC material, and as such is directly responsible to the Chief, Data Processing Division, Director Data Systems Directorate and the Commander for the management and control of the COMSEC material held.   10%

5. Performs other duties as assigned.

Factor 1. Knowledge Required by Position

Must have knowledge of both content and application of ATTC, higher command, and Department of Defense Information Systems Security (ISS) security regulations and practices. Knowledge of applicable computer security accreditation/re-accreditation procedures as well as mandatory plans and reports relating to AIS security issues. Knowledge of Standard Operation Procedures (SOP), command directives, etc., that are issued to supplement AIS security regulations. Knowledge of proper procedures and paperwork required in acquisition and maintenance of local LAN and TSACS passwords. Knowledge of AIS security risk assessment and evaluation techniques used in both government and private industry. Knowledge of government regulations concerning the licensing and use of COTS software. Ability to determine licensing requirements for new and existing COTS software. Knowledge of accepted disposal techniques for government AIS equipment, to include COTS. Understanding of requirements, guidelines, and regulations governing use of Government credit card for AIS procurements. Ability to manage government credit card account. Understanding of government procurement procedures and regulations, especially as relating to the procurement of AIS equipment. Knowledge of applicable COMSEC regulations and procedures. Ability to assist in determination of COMSEC requirements for test support. Ability to use personal computers and relevant software applications in the performance of duties. Ability to interface orally and in writing with others to accomplish AIS related security, license compliance, procurement, telecommunications and COMSEC functions. Apply strong organizational skills in the creating/maintaining/disposing of records relating to AIS

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security, license compliance, procurement, telecommunications management and COMSEC. *Ability to read and interpret building Data & Communicated Diagrams.*

Factor 2. Supervisory Controls Level

Supervisor sets overall objectives, and in consultation with employee, determines time frames. The employee is responsible for planning and carrying out the work, resolving most of the conflicts that arise, integrating and coordinating the work of others as necessary, and interpreting policy on own initiatives in terms of established objectives. The supervisor is kept informed of progress, potentially controversial matters, or those with far reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3. Guidelines

Guidelines primarily consist of Department of Defense, higher command, and internal regulations, handbooks, established procedures, and other applicable government regulations. These are to be interpreted in conjunction with guidance by the ISSM, IMO, COMSEC officer, and procurement officials. Judgment must be exercised in determining applicable regulations and procedures as well as determining precedence in case of apparent conflicting guidelines. Other guidelines will consist of accepted practices, procedures, standards, etc. from private industry that are germane to AIS issues, as well as supervisory policy documents.

Factor 4. Complexity

Assignments typically involve following established procedures for mission accomplishment; however, requirements will frequently necessitate the independent coordination and completion of several diverse tasks within the same time frame. Independent research will be required on occasion to establish new procedures and practices. Independent authorship of documentation will be required with supervisory review and edit prior to forwarding to higher command.

Factor 5. Scope and Effect

The purpose of the work is to assist appropriate ATTC officials in developing, coordinating, and maintaining plans, procedures, and procurements that will effect all AIS and telecommunications usage at ATTC. These plans and procedures will form the basis of ensuring ATTC compliance with higher headquarters regulations for AIS. Timeliness and accuracy of AIS procurements will have indirect and occasionally direct impact on ability of AIS to support testing and business processing.

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missions. Management and coordination of telecommunications will have indirect impact on technical and business missions at ATTC. COMSEC duties, when called upon, will have direct impact on ability of ATTC to meet some aspects of its testing mission.

Factor 6. Personal Contacts and Purpose of Contacts

Personal contacts will primarily consist of persons in the immediate ATTC organization, with occasional contacts with personnel from other Developmental Test Command installations and DTC Headquarters. Frequent contacts with working level personnel at Ft. Rucker DOIM will be required. Frequent contacts with commercial vendors will also be required. Purpose of internal contacts would be to brief ATTC personnel on security or telecommunications issues, and to advise ATTC supervisory positions on AIS security. Purpose of contacts with peer DTC installations and DTC headquarters would be to primarily work AIS security and or telecommunications issues. Purpose of Ft. Rucker DOIM contacts would be for the installation, removal, or repair of ATTC telecommunications lines and/or equipment. Purpose of contacts with vendors is to effect procurement of AIS equipment.

Factor 8. Physical Demands

The is sedentary by nature. Although some slight physical effort may be occasionally required.

Factor 9. Work Environment

The work is primarily performed in a climate controlled office atmosphere, with minimal risk of injury evident. Frequent use of a personal computer, with keyboard entry, will be required.

NOTE: Performs temporary duty away from Ft. Rucker as directed.

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